

The particulars of organization:-

Legal Department
Thane Municipal Corporation
1ST Floor,
Mahapalika Bhavan
Almeda Road, Chandanwadi,
Panchpakhadi, Thane 400 602.
Phone no :-25336522

Post	Sanction	filled	vacant
Legal Adviser	1	1	-
Law Officer	4	1	3
Legal Assistant	10	3	7
Steno (English)	1	1	-
'A' Grade Clerk	1	1	-
' B Grade Clerk	2	2	-

Directory of its officers and employees:-

Shri Makarand Y. Kale.- Legal Advisor
Shri Sakharam D.Salunke - Law Officer.
Shri Vijay G. Pimple, Legal Asstt.
Shri Suresh D. Mulik, Legal Asstt.
Shri Suresh Z. Kawale.'A' Clerk
Shri Dattatraya V. Joshi,' B' Grade Clerk
Mrs. Rajashree S. Kadam, 'B' Grade Clerk
Shri Ganesh P. Bhilare, Steno (English)
Shri Suhas C. Shinde, Peon
Shri Mujib Sher Khan. Peon
Mrs. Sultana U. Sable, Peon
Mrs. Rajashri R. Lad, Peon
Shri Bhau Rau Ramgude, Car Driver
Shri Yashwant D. More, Rikshaw Driver

Budget allocated to Legal Department financial year 2010 – 2011

Budget Head	Amount
Purchase of Books	1,00,000
Advocate Fees	50,00,000
Office Expenses	1,50,000
Special Court	34,00,000
Telephone/Mobile Expenditure	1,00,000
Stationary	50,000

Functions Of Legal Department:

The Legal Department is mainly entrusted with the work pertaining to the coordination of the various legal cases, giving opinion on various legal issues pertaining to town development, industrial relation, loan disbursement, tenders and various other works which are required to be performed under the provisions of the Bombay Provincial Municipal Corporation Act, 1949. The Legal Assistants who are doing the legal coordination and doing following important things, as below.

On receipt of notice of any dispute/litigation, either by way of Court notice or through Advocate notice following steps is required to be taken.

- (a) Refer the matter to the department to which the matter belongs.
- (b) Prepare a short note.
- (c) Confirm whether it is recurring litigation or not.
- (d) Assign the matter in rotation to the Panel Advocates. If the matter is recurring type of litigation the same may be assigned to the same Advocate who is handling the earlier litigation.
- (e) Make endeavour that on the first date of hearing written statement or at least a short reply needs to be filed before the Court.
- (f) Follow up with litigation
- (g) If the ad interim reliefs are running against the TMC, in such a situation attend the matter regularly and ensure that the court should take up the application for interim relief hearing as expeditiously as possible.

- (h) Update the litigation register at the time of assigning the matters to the panel advocates.
- (i) After raising the bill by the Panel Advocate, the concerned Legal Assistant to certify/recommend the payment.
- (j) If in any event the interim relief application and/or any order running against the TMC. Seek the opinion from the Advocate including the view of the concerned department whether to challenge the said order in order to vacate the same.
- (k) Application of Mind: While doing the work, reasons should be recorded with application of mind as to why the particular action is just in respect of doing the proposal which is being undertaken.

Registers in the Legal Department

- 1) Inward register
- 2) Outward register
- 3) Budget register
- 4) Suit register
- 5) Payment of Advocate's bill register.
- 6) Telephone and mobile phone bill register.
- 7) Books stock register.

Files in Legal Department

- 1) Payment of Advocates bill files.
- 2) Orders of Commissioner.
- 3) Payment of Telephone bills file.
- 4) Payment of Mobile bills file.
- 5) Right To Information file.
- 6) Purchase of Books file.
- 7) Suit files.
- 8) Writ Petition files.
- 9) Special Leave Petition files.
- 10) Complaint ULP files.
- 11) Budget file.

Budget Expenses till 30th July 2010

Budget Head	Sanction Amount	Expenditure	Balance
Advocate Fee	5000000	1147896	3852104
Mislenious	150000	37679	112321
Telephone	100000	18448	81552
Purchase of Books	100000	17402	82598
Special court	3400000	-	-

Name & Designation and other particulars of the Public Information Officer:

Shri Makarand Y. Kale, Legal Adviser
Public Information Officer
For Legal Department of TMC.